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Library Trustee Minutes 11/13/12

Meeting of the Board of Library Trustees
Tuesday, November 13, 2012

Call to Order

Chairman Katherine Fennelly called the meeting to order at 7:16. In attendance were trustees Diane Gordon, Joyce Radochia, Frank Murphy, and Barbara Muldoon. Absent was Heather Calvin. Also attending were library director Ryan Livergood and assistant director Andrea Nicolay.

Approval of Minutes

The trustees reviewed the minutes from the October 9 meeting. Mr. Murphy noted that absentee trustees should be mentioned in the "call to order" paragraph of all minutes, as has been done in the past, noting that he was absent from the October 9 meeting. The minutes were approved as amended (Ms. Gordon/Ms. Muldoon).

Communications

Thank-you cards from staff who attended NELA were acknowledged. Final distribution letter of a gift from the Barry Estate was received from the law offices of John Worden. Mr. Murphy suggested a letter be sent to Mr. Worden and copy the family, or pass it along to the family. It was noted that the bequest specifies that it is not to be used to replace municipal funds. Ms. Muldoon will receive a directive with regard to how to use the funds. Mr. Livergood reported that he was contacted by the attorney of the Thompson estate. A previously undiscovered asset of the estate has been discovered that will be liquidated and added to the Thompson Trust.

Community Time

No members of the community were present.

Director's Report

It was remarked that the October report was a "fun" report; the board enjoyed reading about Vendy (the nicknamed laptop vending machine), and about sing-alongs at the Fox and the large attendance numbers. The issue of name tags for library staff came up; it's an idea that merits revisiting, but Mr. Livergood noted there are safety concerns with regard to staff privacy. Mr. Murphy suggested posting a question to the MBLC listserv. Also noted were the Overdrive numbers; we're among the top in eBook circulation.

FY 2014 Budget

The board reviewed a copy of the FY14 Budget Recommendations sent to Town Manager Adam Chapdelaine. Mr. Livergood had a meeting to discuss these recommendations with Mr. Chapdelaine. Mr. Chapdelaine agreed to attend the December 11 trustees' meeting to have a further discussion regarding these budget recommendations with the trustees. Mr. Livergood has submitted the level service budget. Next steps: the personnel budget is loaded into MUNIS, and Mr. Livergood will submit the budget narrative with key metrics. By early December we hope to have definitive budget news. Mr. Livergood then shared the article "Trust in Your Trustees" by Will Manley (*American Libraries Magazine*, Nov/Dec 2012) which the board took a moment to review. Ms. Fennelly will formally invite Adam Chapdelaine to the next meeting, although he already stated that he intends to join us.

Robbins Library Logo

The award-winning design that was adopted by the library in 2002 does not work for the web, and the logo established in Fall 2011 now prevails on the web and on our flyers. Mr. Livergood shared the example of the revised New York Public Library logo to demonstrate how logos can evolve and how NYPL chose to explain the

rationale behind the changes. The board noted the issue of a mixed logo message, and one of the questions that came up was how much letterhead we have left. Ms. Fennelly suggested we re-imagine the logo when we re-imagine the library for the next long-range plan, and it was agreed that we should wait to rebrand. Some questions arose around whether or not to connect the logo with the building. In the end the board agreed to put the logo issue to bed until we have funding available for the purpose of rebranding.

Trustee Vacancy

Two candidates who are great on paper are being considered. Mr. Chapdelaine and Mr. Livergood will interview them both and then Mr. Chapdelaine will make a recommendation to the Board of Selectmen.

Outline for Annual Report

Mr. Livergood asked the board if they were satisfied with the previous format of the report and whether or not any additional content should be included. Ms. Fennelly suggested including a mention of the Foundation that we are in the process of establishing.

Fundraising

Materials solicitation letters (December annual appeal) are ready to go. We have the list, we have an agreement, and we're waiting to hear back from Amy McElroy about which day we can do the stuffing/sending. In the next 4 or 5 days, they'll be mailed.

Foundation Update

Ethel Doyle has agreed to be the new chair of the Foundation. Ms. Fennelly noted that Ms. Doyle has served on many committees in Town, and then Ms. Fennelly went on to list several other future members of the Foundation board: local author Adam Patchter, Karen Dillon, Allan Reedy, among others. There will be approximately fifteen board members. We are waiting for the 501 c 3 designation letter from the IRS.

Amnesty Month

February the month of our library card sign-up challenge. Mr. Livergood proposes Amnesty Month in February this year. The motion passed (Mr. Murphy/Ms. Radochia).

Friends Update

The Friends have 40 new Friends. While short of their ambitious goal of 1000, it was pointed out that it's good to have goals. The Friends are in the process of organizing a memorial for Andy Ananthakrishnan. Books in Bloom is March 8. Friends of Fox will do an appreciation event for the community sometime in April, and they also want to get a new desk for the Fox information/circulation area.

Unanticipated Items

The staff Holiday party is December 10 in the Community Room. We will recognize years of service. Mary Hatch has been with the library for 20 years and Warren Smith has been with the library for 40 years. Ms. Radochia will work with Mr. Livergood to determine appropriate gifts. Ms. Radochia moved to increase the recognition budget by \$200, Ms. Muldoon seconded, and the motion passed.

Date of Next Meeting

Tuesday December 11, 2012.

Adjournment

9:10 pm

Documents provided:

- October 9 Meeting Minutes
- October Director's Report
- FY2014 Budget Recommendations letter as submitted to Town Manager 10/22/12
- 2012 Annual Report outline
- Article: "Trust in Your Trustees" by Will Manley (*American Libraries Magazine*, Nov/Dec 2012)

